

## MEETING OF THE CITY OF ZILWAUKEE PLANNING COMMISSION

May 20, 2013

The meeting was called to order at 6:00 P.M. by Chairperson K. Hyde.

Roll Call:

Present: Norm Burke, Betty Comstock, Dennis Duro, Ken Hyde, Tom Luplow,  
Rich Metiva, Pete Rouech and Steve Thayer.

Also Present: Building Inspector/Zoning Administrator John Stemple.

The minutes of the April 15, 2013 meeting were considered. A motion was made by P. Rouech, supported by T. Luplow, the minutes be approved as mailed. The motion carried.

Chairperson K. Hyde read a letter from Don LaBeff informing the Board of his resignation due to the hours he works conflicting with the meeting hours.

The secretary informed members D. Duro, B. Comstock and S. Thayer their terms were expiring June 30, 2013. These three members agreed to another three year term.

Old Business:

There was some discussion regarding the number of members that need to be on the Planning Commission. With the resignation of D. LaBeff it was considered that the Planning Commission could now have only 7 active members which would make it easier to have a quorum for meetings. N. Burke mentioned he did not feel comfortable with this number of 7 at this time as there will be much extra work necessary while the Master Plan is being updated. Mayor Jolin stated he will mention this at the next Council meeting and have more information at the next Commission meeting.

K. Hyde mentioned he had met with Adm. Zittel regarding the new ordinance books. They will be in 3-ring binders with all the ordinances, not just 31 and will be distributed to only a few people. There will be a copy available in the office.

The Master Plan was discussed and Adm. Zittel is checking with other municipalities regarding their plans. He has sent out requests for proposals for this updating. The Council will hire someone and work will begin as soon as possible. J. Stemple has sent Adm. Zittel information from the City of Saginaw on their Master Plan.

New Business:

N. Burke mentioned he had reviewed the Parks and Recreation Master Plan and felt there were many discrepancies. He gave a letter to Adm. Zittel for members of Planning Commission and Parks & Recreation regarding what he felt was improper handling of the P & R grant according to Enabling Act 33 of 2008. K. Hyde stated that any reports from

members of Planning Commission should come before the entire Commission for approval before going to Council, Administrator or any other groups. K. Hyde mentioned he felt the grant issue was not handled properly but did need to be done in a timely manner. He expressed the fact that N. Burke does a terrific job and the Commission needs someone like him as secretary.

N. Burke questioned Chairperson K. Hyde as to whether the City will work with Enabling Act 33 and do all things according to it. This will be done in the future. Chairperson K. Hyde read a letter to the Commission members that he had written regarding the grant situation and the letter from N. Burke. The Commission agreed with the contents of the letter and a motion was made by B. Comstock, supported by S. Thayer, to send copies of this letter to the Administrator and Council.

Mayor Jolin mentioned that the grant matter is done and there needs to be no more discussion regarding it.

R. Metiva mentioned that asphalt has been put in at Precision Sprinkler 501 S. Westervelt.

B. Comstock questioned the area on W. Johnson where the U-Haul trucks are parked. J. Stemple mentioned this is an accessory use from the Party Store.

John Stemple Updates:

J. Stemple mentioned there has been an inquiry made to him regarding the building of a duplex on N. Sherman Street.

J. Stemple mentioned proposals for the Master Plan will go through an interview process with the Planning Commission, Mayor, Adm. Zittel and Bldg, Inspector. The final proposal will go to the Planning Commission for review.

Audience Participation:

None.

A motion was made by T. Luplow, supported by R. Metiva, to adjourn. The motion carried. Meeting adjourned at 6:50 P.M. The next meeting will be on June 17, 2013 at 6:00 P.M.

Respectfully Submitted,  
Carole Inman, Recording Secretary